

Memo To: 11.360 Students

From: Terry S. Szold, Adjunct Associate Professor

Date: November 23, 2003

Re: Final Grade Evaluation Issues and Project Expectations

---

This memo will serve to convey expectations and requirements regarding the preparation of final class reports. These reports will be used as the primary basis for final student evaluations for the course. As students are aware, class participation will be a factor in evaluations.

Each project team will be responsible for preparing a "Final Plan/Project Report." The final report should be word processed and must contain a table of contents.

In addition to the final plan report, each student will be responsible for preparing a short final paper (approximately 2 pages in length), which is described below. Both the final project report and final individual paper must be submitted to my office **no later than 11:00 a.m. on December 11th.**

### **Final Plan/Project Report**

Since the final project report is the primary basis for grade evaluations, major effort should be applied to this endeavor. The report will also be very helpful to students who are seeking career opportunities in planning agencies or consulting firms after graduation. I am confident that students will wish to share these reports with potential employers.

Each team's project report should be a clearly written narrative document, with appropriate context graphics, locus maps, images, etc., containing the analysis and recommendations related to the community planning project undertaken. The report should reflect the scope and depth of the investigation conducted by the project team, and should detail implementation strategies and other relevant recommendations to the client.

While there is no absolute rule about length, I expect that each of the project reports will contain about 20 to 30 pages of narrative text, plus appendices, maps, and other graphic material.

Two (2) unbound original copies of each project team report and two (2) CD disks containing the team's final report and PowerPoint presentations should be submitted to my office by the date and time listed above. I will take responsibility for transmitting the original and bound copies of the final reports to the client. However, project teams should take responsibility for preparing a short letter of transmittal to the client, for me to

forward with the final report. This letter should be included with your final project report.

### **Individual Final Class Papers**

In addition to the above, each student must submit an individual final class paper, about 2 pages in length. The paper should detail the following, each from the individual student's perspective:

- The major area of contribution made by the student to the community planning project. The contribution detailed should reflect the primary project area(s) of responsibility undertaken by the student.
- The use and integration of class topics and the various planning principles reviewed and discussed in the course (e.g., transit-oriented development, new urbanism, or incentive-based techniques), and the degree to which such subjects, concepts, and principles influenced project contributions made by the student.
- The degree to which the individual contributions of the student, and the collective efforts of the project team and final report, may influence future land use planning decisions in the project area.

\*\*\*\*\*

Project teams should now begin to work on the final report planning process. The semester ends in less than a month!

I will be glad to schedule meetings with each team in the next two weeks to provide feedback and answer any questions related to final report preparation issues.